



**VILLAGE OF BELCARRA  
OCP REVIEW COMMITTEE 2022**

**Agenda**

**Wednesday, April 6, 2022  
7:00 pm to 9:00 pm**



This meeting is being held via Zoom Teleconference and will be recorded.  
Click link to join meeting: <https://us06web.zoom.us/j/89492001496>  
Meeting ID: 894 9200 1496

**Committee Members**

Ralph Drew, Acting Chair  
Ian Devlin, (Chair)  
Larry Carlsen  
Paul Degraaf  
Jol Drake  
Kevin Ferris  
Tracey McRae  
Mary-Ann Pope  
Sandra Rietchel  
Janet Ruzycki  
Angela Yin

**Council Representative**

Councillor Carolina Clark

**Staff**

Paula Richardson, Acting Corporate Officer

**Staff Absent**

Dennis Back, Acting Chief Administrative Officer

**Planning Consultants**

Melissa Clement, Senior Planner, Project Lead, Urban Systems  
Andrew Cuthbert, Community Planner, Urban Systems  
Darby Henshaw, Junior Planner, Urban Systems

**1. Call to Order**

Ralph Drew, Acting Chair, will call the meeting to order.

**2. Approval of the Agenda**

**2.1 OCP Review Committee meeting, April 6, 2022**

**Recommendation:**

That the Agenda for the OCP Review Committee meeting, April 6, 2022, be approved as circulated.

**3. Adoption of the Minutes**

**3.1 OCP Review Committee Meeting, March 2, 2022**

**Recommendation:**

That the Minutes of the OCP Review Committee meeting held March 2, 2022, be approved.

**4. Stakeholder Engagement Update**

- Urban Systems to provide an update on stakeholder engagement.

**5. Community Survey Results**

- Urban Systems to present the results of the Community Survey.

**6. Virtual Open House Feedback**

- Urban Systems to summarize feedback collected during the Virtual Open House.

**7. Research Teams Presentations**

- OCP Review Committee Members to present their findings on topics related to Environment and Climate Change.

**8. Next Steps**

- Urban Systems to outline next steps and assign new research topics.

**9. Questions / Comments**

**10. Adjournment**

**Next meeting date:  
Wednesday, May 4, 2022  
7:00 pm – 9:00 pm on Zoom**



**VILLAGE OF BELCARRA**  
**OCP REVIEW COMMITTEE 2022**  
**Minutes**  
**March 2, 2022**



This meeting was held via Zoom Teleconference and was recorded.

**Members in Attendance**

Ian Devlin, Chair  
 Ralph Drew, Vice Chair  
 Larry Carlsen  
 Jol Drake  
 Kevin Ferris  
 Tracey McRae  
 Mary-Ann Pope  
 Sandra Rietchel  
 Janet Ruzycki  
 Angela Yin

**Member Absent**

Paul Degraaf

**Council in Attendance**

Councillor Carolina Clark

**Staff in Attendance**

Lorna Dysart, Chief Administrative Officer  
 Paula Richardson, Municipal Coordinator (departed at 7:06 pm)

**Also in Attendance**

Melissa Clement, Senior Planner, Project Lead, Urban Systems  
 Andrew Cuthbert, Community Planner, Urban Systems  
 Anna Sokolowski, Junior Community Planner, Urban Systems (Minute Taker)

**1. Call to Order**

Ian Devlin, Chair, called the meeting to order at 7:03 pm.

**2. Approval of the Agenda**

**2.1 OCP Review Committee meeting, March 2, 2022**

**It was moved and seconded:**

That the Agenda for the OCP Review Committee meeting, March 2, 2022, be approved as circulated.

**CARRIED**

**3. Adoption of the Minutes**

**3.1 OCP Review Committee Meeting, January 26, 2022**

**It was moved and seconded:**

That the Minutes of the OCP Review Committee meeting held January 26, 2022, be approved.

**CARRIED**

**4. Official Community Plan 101 Presentation**

Urban Systems outlined the presentation. The Committee queried with regard to the typical timeframe of an OCP. It was noted that the timeframe varies by community. It is good to update every 5 years but 5-10 years is more common. An update may be driven by response to change in the community.

**5. Existing OCP Discussion**

Urban Systems facilitated this discussion via Mural Boards. Topics included:

- What do you like about the existing OCP and what you would like to change?
- What is the first thing you would change?

Comments included:

- There is tremendous room for improvement in the implementation section of the OCP.
- It will be important to get the vision and big goals right. This will be discussed during the Open House on March 10, 2022.
- It is important to include all stakeholders in the planning process (Tsleil-Waututh Nation, residents, recreationists, scuba divers, etc.)
- OCP's today are much more visual than they used to be. This OCP will include photographs, graphics, maps, illustrations.
- The importance of trails and pathways in social interaction and bringing the community together.

**6. Describing the Community Character of Belcarra**

Urban Systems provided a presentation regarding Belcarra Community Character and what detracts from Community Character.

**7. Visioning and Goal Setting Exercise**

Urban System facilitated this discussion via Mural Boards. Topics included:

- What three words would you use to describe Belcarra today?
- In 20 years, Belcarra will be...
- What emerging priorities should Belcarra be planning for?
- Is there a goal we should consider including in the OCP?

Comments – Additions to the Mural Boards:

- A unique, semi-rural waterfront community that continues to be financially sustainable

- Municipal Hall issue – people want more community infrastructure / amenities but do not want expenditures associated with them
- Acknowledge there are limitations with what the OCP can accomplish. Belcarra is a small community and cannot do everything. It will be important to identify and set priorities.
- Pursue partnership opportunities
- Important to have more community engagement and build awareness around the environmental systems around us (e.g., on invasive species, habitat)

## 8. Communication and Engagement Update

Committee members queried with regard to who may fill out the survey. It was noted that any member of the community, past or present, including family members, may complete the survey. It was noted that just under 60 people have completed the survey so far. The survey will also be advertised on posters for the Open House, posted at bus stops and on the website.

Discussion ensued with regard to the Committee role with respect to the Open House. It was noted that Ian Devlin was invited to give a welcome as Chair of the Committee. Andrew Cuthbert will go over role of Committee. Committee members are welcome to attend but must do so as residents. It is important to ensure everyone has an equal opportunity to speak.

Committee members queried with regard to any additions to the list of stakeholders (e.g., Evangelical Laymen's Church (ELC) landowner). It was noted that ELC is a stakeholder in the community but has not been identified as distinct from any other landowner. The OCP cannot plan for any privately owned land only provide a policy framework for potential future development.

It was noted that the Open House structure will be similar to the committee meeting held on March 2, 2022.

## 9. Next Steps

- OCP Review Committee Research Teams
- The theme this month: Environment and Climate Change – Wildfire Safety, Environmental Integrity, Habitat Restoration and Invasive Species, Climate Change and Emission Reduction Strategies.
- Committee members have been randomly assigned into 3 teams. A spokesperson from each group will make a presentation on the topic. This will be followed by a larger group discussion.

## 10. Questions / Comments

- Chair Ian Devlin will be absent for the next meeting, Vice Chair Ralph Drew will take over as Chair for the meeting scheduled for April 6, 2022
- Concern was noted regarding the virtual format of the Open House being less conducive to good dialog. The survey provides big ideas for Belcarra but it would be helpful to discuss specifics (e.g., financial sustainability, tax management) in greater detail with ideas of how these objectives may be accomplished.

- Smaller group discussion during the Open House will help to focus this discussion. It is difficult to ask these questions in a survey, but the facilitators of the small groups will be able to ask these questions.
- Important to separate issues that are specific to the OCP vs general issues (e.g., taxation) – not everything is related to the OCP. It will be important to lay out objectives, mention what is part of the discussion and what is not during the Open House.
- Concern was expressed that despite advertising of the survey and Open House on the Village website and in the community, many residents are still unaware of the events. Recommendation for improvements in communications with suggestions such as posting on the CRAB sign at the Village entry and at bus stops, mass email distribution, maildrop, and spreading information through word of mouth. An advertisement will be printed in the Belcarra Barnacle and other options will be considered in the future.
- It was noted that the hope is, a second round of engagement would be in-person.
- Chair Devlin noted a potential Conflict of Interest as an OCP Review Committee member if group wharfs are discussed. Lorna Dysart will provide the Committee with official written response of what would be considered a Conflict of Interest situation.

**11. Adjournment**

The meeting was adjourned at 9:04 pm.

Certified Correct:

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Lorna Dysart  
Chief Administrative Officer

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Ian Devlin  
Chair

**Open House:  
Thursday, March 10, 2022  
6:00 pm – 8:00 pm on Zoom**

**Next meeting date:  
Wednesday, April 6, 2022  
7:00 pm – 9:00 pm on Zoom**